

Performance Plan

Fiscal Year 2005



Federal Aviation Administration
Great Lakes Airports Division

INCREASED SAFETY

COMMERCIAL FATAL ACCIDENT RATE

Runway Safety Areas (RSA)

1. **RSA Improvement Completion.** Physically complete all practicable improvements to seven RSAs (excluding navigational aides) by September 30, 2005.
2. **RSA Improvement Funding.** By September 15, 2005, secure funding to make all practicable improvements to 10 high priority RSAs.
3. **RSA Inventory.** Revalidate the inventory of Part 139 RSAs by July 31, 2005.
4. **RSA Implementation/Funding Plan.** By July 31, 2005, prepare long-term implementation and financial plan for completion of 100% of practicable RSA improvements (excluding navigational aides).

GENERAL AVIATION FATAL ACCIDENT RATE

General Aviation Airport Initiatives

5. **General Aviation Airport Inspections.** Conduct marking, lighting, and signage inspections at seven towered General Aviation airports and provide recommendations to the airport operator by September 30, 2005.

RUNWAY INCURSIONS

Runway Incursion Initiatives

6. **Runway Safety Action Team (RSAT) Recommendation Funding.**
 - a. By September 15, 2005, issue grants for the Airport Improvement Program (AIP) portion of all approved RSAT recommendations included on the FY 2005 Airports Capital Improvement Program (ACIP) candidate list.
 - b. By September 15, 2005, identify current and future-year funding (AIP, Passenger Facility Charge [PFC], local, etc.) for all RSAT recommendations made in the first three quarters of FY 2005.
7. **Vehicle Driver and Pedestrian Deviation Reduction.** Based on an FY 2004 baseline of 14, reduce the number of runway incursions resulting from vehicle driver or pedestrian actions by six percent, to not more than 13 incidents.

CORE BUSINESS MEASURES

Airport Safety

8. **Fatal Accidents Prevention.** Maintain zero fatal accidents in FY 2005 due to the condition and maintenance of airfield facilities at Part 139 airports.

Airport Certification

9. **Class I Airport Certification Manual (ACM) Submission.** Monitor submission of new/revised ACMs by Class I airports. Contact airports that have not submitted ACMs by 30 days prior to Part 139 required date of December 9, 2004. Initiate enforcement action for airports that do not comply.
10. **Class II/III/IV ACM Submission.** Monitor submission of new/revised ACMs by Class II, III, IV airports. Contact airports that have not submitted ACMs by 30 days prior to Part 139 required date of June 9, 2005. Initiate enforcement action for airports that do not comply.
11. **ACM Review.** Review submitted ACMs and approve or return for corrections within 120 days of receipt.
12. **FY 2004 Wildlife Fencing Projects.** By September 15, 2005, implement funding for at least three wildlife fencing projects at Part 139 airports using FY 2005 funding in FY 2005.
13. **Future Wildlife Fencing Projects.**
 - a. **List.** By January 31, 2005, provide a draft list to the Airports District Offices (ADO) of potential wildlife fencing projects at Part 139 airports.
 - b. **Prioritization.** By February 15, 2005, conduct meetings between 610/620 branches and each ADO to evaluate and prioritize the potential projects.
 - c. **FY 2006 ACIP.** By February 28, 2005, provide final input to the 610 Branch for the FY 2006 ACIP.
 - d. **New Inventory.** By September 30, 2005, complete inventory of existing and required wildlife fencing at all Part 139 airports in the Great Lakes Region (AGL), and provide input to the 610 Branch for the FY 2007 ACIP.

GREATER CAPACITY

AIRPORT ARRIVAL CAPACITY

Environmental and Master Plan Studies

14. **South Suburban Airport (Peotone, IL)**
 - a. **Environmental Impact Statement (EIS).** Review and comment on preliminary draft Tier 2 Environmental EIS by September 30, 2005.
 - b. **Airport Layout Plan (ALP).** Review and comment on preliminary ALP by September 30, 2005.
15. **Chicago O'Hare International Airport**
 - a. **Draft Environmental Impact Statement (DEIS).** Publish the DEIS by February 28, 2005.
 - b. **Record of Decision (ROD).** Publish the ROD by September 30, 2005.
 - c. **ALP.** Approve the Airport Layout Plan simultaneous with issuance of the environmental ROD.

ANNUAL SERVICE VOLUME

Environmental Initiatives

16. **Draft Order 5050.4B Presentation.** Within 90 calendar days of the publication of the draft Order 5050.4B, develop and rollout a standard presentation for use by the region and ADOs at public conferences.
17. **U.S. Fish and Wildlife Services Agreement.** To promote environmental streamlining of airport projects within AGL, execute an interagency agreement with the U.S. Fish and Wildlife Service by September 30, 2005.

New Operational Evolution Plan (OEP) Runways

18. **Cleveland Hopkins International Airport.** Commission Phase 2b (with Category II/III capability) of Runway 6L/24R at Cleveland by November 25, 2004.
19. **Minneapolis-St. Paul International Airport.** Complete all Runway 17/35 construction-related work necessary for Flight Check to occur by September 30, 2005.
20. **Coordination Procedures.** By June 30, 2005, establish and document updated internal procedures for coordination with other lines of business on OEP runway commissioning activities and responsibilities.

CORE BUSINESS MEASURES

Airport Compliance

21. **Land Use Inspections.** Conduct land use inspections at Manitowac, WI; Belle Fourche, SD; Clermont County (Batavia), OH; and Anderson Municipal, IN by September 30, 2005.
22. **Land Use Inspection Report Format.** By March 31, 2005, develop and disseminate a standard report format for land use inspections.

Pavement Conditions

23. **Pavement Conditions.** By September 15, 2005, develop and implement funding plan to ensure that 93% of runways at airports in the National Plan of Integrated Airport Systems (NPIAS) are maintained in good or fair condition.

OEP Project Funding

24. **Cleveland Hopkins International Airport.** Issue the fifth grant installment under the 2001 Letter of Intent for the Runway 6L/24R project by September 15, 2005.
25. **Minneapolis-St. Paul International Airport.** Issue the seventh grant installment under the 2001 Letter of Intent for the Runway 17/35 project by September 15, 2005.

Noise Compatibility

26. **Noise Compatibility Projects.** Ensure that 2,765 people (residents and school students) in DNL 65dB or greater receive benefits from noise compatibility projects funded under the AIP by September 15, 2005.

ORGANIZATIONAL EXCELLENCE

LEADERSHIP AND WORKFORCE DEVELOPMENT

Leadership and Workforce Development Initiatives

27. Business Communication Style Guide

- a. **Team.** By February 1, 2005, establish a team to plan the development of a "Business Communication Style Guide."
- b. **Plan.** By June 30, 2005, establish a plan for the development of a "Business Communication Style Guide" (in both hard-copy and electronic template formats) over the remainder of FY 2005 and FY 2006.

28. **E-Learning Courses.** By December 31, 2004, provide the Regional Airports Division Manager with the planned number of e-learning courses to be completed by each ADO and Branch.

Employee Attitude Survey (EAS) Initiatives

29. **Annual Employee Recognition Nominations.** Achieve a minimum of five nominations for the annual employee recognition program by March 30, 2005.

30. **EAS Reporting Standard.** By December 31, 2004, establish a revised standard format for reporting on EAS actions, which continuously highlights initiatives completed, regardless of whether any initiatives still remain open.

CUSTOMER SATISFACTION

Customer Satisfaction Initiatives

31. AGL Policy and Procedures Memorandums (PPM).

- a. **Current List.** By February 1, 2005, place a current list of AGL PPMs on the Reference Library, indicating the last date updated or validated, the Office of Primary Interest and events triggering each PPM's review.
- b. **Updates.** By March 1, 2005, officially cancel any PPMs whose currency cannot be validated by that date and make associated updates to the PPM list on the AGL Website.

32. **ALP Tracking Mechanism.** By January 31, 2005, establish standardized ALP status tracking mechanism for each ADO to use.

MISSION CRITICAL POSITIONS

Human Capital/Workforce Planning

33. **Succession/Training/Development Plans.** By March 31, 2005, establish plans to develop succession, training, and development plans for each ADO and Branch.

PERFORMANCE PLANS

Strategic Goals and Plans

34. **Employee Performance Plans.** By December 15, 2004, directly link employees' performance plans to FAA strategic goals and to our LOB business plans.

35. **Regional Plan Research.** By May 31, 2005, research existing Regional Plans and define the purpose, content, plan for execution, and plan for maintenance for an AGL Regional Plan.

CORE BUSINESS MEASURES

PFC Closeouts

36. **PFC Closeouts.** By September 30, 2005, close out 16 PFC applications (50% of the PFC applications that were physically and financially complete as of October 1, 2004).

AIP Grants Closeouts

37. **Old Grants.** By September 15, 2005, close out 100% of the 107 existing FY 2001 and older grants unless a given grant is covered by extraordinary circumstances such as litigation or complicated block-grant scope.

38. Alternate Closeout Metric

- a. **Team.** By December 15, 2004, establish team to look at alternative metrics for grant closeouts.
- b. **Submission.** By March 15, 2005, present alternative metrics to the Regional Airports Division Manager that may be proposed to Headquarters for national consideration.

39. 2.75-Year Grant Inventory. Achieve a 2.75-year grant inventory by closing 339 grants prior to September 15, 2005.

AIP Grant Activity

40. Grant Activity. By September 15, 2005, have zero grants that have been inactive for 12 months or more (except for circumstances beyond FAA control, such as litigation).

AIP Grants Based on Bid

41. Grants Based on Bid. Issue 90% of FY 2005 grants (reported by number of grants) based on bids (for construction and equipment).

AIP Funding Obligation

42. Obligation Deadlines.

- a. **August 31.** By August 31, 2005, obligate 100% of all funds released by Office of the Secretary of Transportation as of August 15, 2005.
- b. **September 15.** By September 15, 2005, obligate 100% of all funds released by Office of the Secretary of Transportation as of August 31, 2005.

AIP Funding Programming

43. AIP Programming. Program 90% of available AIP discretionary funds within 30 calendar days after discretionary funds are made available to the regions in the SOAR system.

Web Management

44. Agency Web Template. Move AGL Internet web files into the new agency web template by June 1, 2005, or within 120 days of release of the template and instructions by the FAA Web Management Office.

45. Website Validation. By June 1, 2005, complete regional and headquarters review of publicly available web files to ensure they are "accurate, current, and meet FAA web standards and requirements," as specified by FAA Web Management Order 1370.93.

46. Final Certification. By July 20, 2005, ensure publicly available AGL web files are ready for final certification, as mandated by FAA Web Management Order 1370.93.